



KING COUNTY

RECORDS MANAGEMENT SPECIALIST

DEPARTMENT OF EXECUTIVE SERVICES - RECORDS, ELECTIONS AND LICENSING DIVISION Hourly

Salary Range \$19.00 - \$24.09

Job Announcement: 04RR4281

OPEN: 5/17/04

CLOSE: 6/14/04

WHO MAY APPLY: This position is open to all King County employees and the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **King County Human Resources Division, 500 - 4th Ave, Room 450, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Tony Adams at (206) 296-1925 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: King County Administration Building, 500 – 4th Ave., downtown Seattle.

WORK SCHEDULE: This position is covered by the provisions of the Fair Labor Standards Act and is overtime eligible. This position works a 35-hour per week, typically Monday through Friday, 8:30 a.m. to 4:30 p.m.

PRIMARY JOB FUNCTIONS: This position in the Archives and Records Management Section is responsible for assisting King County departments and agencies with a variety of records management tasks. These include:

- Surveying King County agency records and creating Records Retention and Disposition Schedules for paper and electronic records.
- Participating in the development of archival and retention standards for a variety of records media, including electronic media.
- Preparing correspondence, reports and workshop material regarding records management functions.
- Developing and conducting archives and records management training and education.
- Participating in a variety of records management projects, including but not limited to: a vital records program, an off-site storage program for electronic back-ups, and archival outreach.
- Maintaining a countywide Executive Policy and Procedures and Public Rules system to include indexing and web posting.

QUALIFICATIONS:

- Must have two years of demonstrated record management experience. Background should include application of record management principles in the development of records retention schedules. One year of college level archives and records management courses may be substituted for one year of experience.
- Must have excellent written and oral communication skills; excellent reading comprehension, reasoning, and writing; advanced knowledge of proper English grammar, usage and spelling.
- Demonstrated interpersonal skills.
- Ability to work independently with minimal supervision.
- Demonstrated skill in making presentations to groups.
- Strong organizational skills; skilled in multi-tasking and prioritizing high demand and big workload; ability to meet deadlines.
- Must have experience using MS Word, Excel and Access. Knowledge of web posting and HTML coding is desired.

DESIRABLE QUALIFICATIONS: Possession of Records and Information Management certificate from an accredited institution is desirable.

NECESSARY SPECIAL REQUIREMENTS: Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law. A valid Washington State driver's license is required or the ability to travel throughout the County in a timely manner.

UNION MEMBERSHIP: Positions in this classification are represented by Teamster Local 117P.

CLASS CODE: 8199
SEQUENCE NUMBER: 0102